
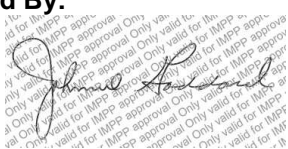


KANSAS DEPARTMENT OF CORRECTIONS

	INTERNAL MANAGEMENT POLICY AND PROCEDURE	SECTION NUMBER	PAGE NUMBER
		11-101J	1 of 5
		DECISION MAKING: Privileges and Incentives Program	
Approved By:  Secretary of Corrections		Original Date Issued:	04-20-16
		Replaces Version Issued:	N/A
		CURRENT VERSION EFFECTIVE:	04-20-16

APPLICABILITY:	<input type="checkbox"/> ADULT Operations Only	<input checked="" type="checkbox"/> JUVENILE Operations Only	<input type="checkbox"/> DEPARTMENT-WIDE
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POLICY STATEMENT

Constructive behavioral changes in offenders shall be reinforced and managed through a behavior management program of earnable privileges and incentives.

DEFINITIONS

Administrative Segregation: The non-punitive placement in either a separate unit or the change in status of an offender:

- Who is determined to pose a threat to the security of the facility, life, self/others, or property;
- For his/her personal safety; or
- To meet medical or mental health care needs.

Basic Hygiene Items: For the purposes of this policy, these items shall include:

- Soap;
- Shampoo;
- Toothbrush;
- Toothpaste;
- Deodorant;
- Comb or hair pick; and,
- Feminine hygiene items.

Disciplinary Report: The documentation of an offender's violation of facility rules, regulations, and/or statutes.

Disciplinary Segregation: Confinement of an offender in a unit separate from the general population to serve a sentence imposed under the disciplinary procedures set forth in K.A.R. 123-13-101 *et seq.*

Multi-disciplinary Team: A team consisting of the offender's facility:

- Case manager;
- An education representative;
- A behavioral health professional; and
- Any other applicable staff designated by the case manager.

Work Assignment: The job assigned by the work site coordinator to an offender.

PROCEDURES

I. Earnable Privileges and Incentives

- A. The earnable privileges are listed in the Privileges and Incentive Program (PIP) Chart, Attachment A.
1. Earnable privileges are grouped into the following five (5) incentive levels:
 - a. Intake Level;
 - b. Level I;
 - c. Level II;
 - d. Level III; and
 - e. Level IV.
 2. Progress through the five (5) incentive levels shall be administered according to the PIP Chart.
 - a. Exceptions to administering earnable privileges shall include:
 - (1) Time spent off-site, for seven (7) consecutive days or more, for any of the following:
 - (a) Court;
 - (b) Medical or mental health evaluation; and/or
 - (c) Treatment at any hospital.
 - (2) These exceptions shall not be included in the offender's level advancement.
 3. Upon his/her return from off-site, an offender shall remain at the level he/she was assigned at the time he/she was released.
 - a. An exception shall be when there is documentation from the sending facility showing misconduct while off-site.
 - (1) When documentation is provided, the multi-disciplinary team shall conduct a review within three (3) working days after receipt of documentation to determine the appropriate incentive level.
 4. An offender returning to a juvenile correction facility shall be assigned to the Intake Level and progress through the level system if he/she was:
 - a. Returned on a conditional release sentence for technical reasons; or
 - b. Due to a new charge.

II. Reduction in Level

- A. Except when on Intake Level or Level I, an offender shall be automatically reduced one (1) level for two (2) or more convictions of a Class I or II disciplinary report during two (2) consecutive weekly review periods.

- B. An offender shall be automatically reduced to Level I for any rule violation listed in Attachment E that results in a conviction.
- C. Any automatic reduction in a privilege level required by this section shall take place immediately.

III. Offenders Confined in Segregation or on Restriction

- A. While in administrative segregation, an offender shall be eligible, as much as possible, to earn and maintain the privileges that would be available if he/she were in general population pursuant to applicable segregation policies.
- B. An offender shall not be eligible for privileges while in disciplinary segregation.
- C. An offender who receives a summary judgment may have his/her privileges restricted.

IV. Limitation on Use of Outgoing Funds

- A. Except as provided below, there shall be a \$30 limit on outgoing funds.
 - 1. Upon the recommendation of the MDT and approval of the Superintendent/designee, offenders may be authorized, on an individual basis, to send out funds in excess of \$30 per month if they are:
 - a. Engaged in approved wage earning activities; or
 - b. Receiving government benefits.
 - 2. Except for an offender's limitation of financial resources, no limit shall be applicable for payment of the following:
 - a. Verified restitution and/or court costs; or
 - b. Verified attorney fees for legal services; or
 - c. Verified child support; or
 - d. Special fees and expenses such as tuition and other debts, as authorized by the superintendent or designee.

V. Monitoring of Privilege and Incentive Levels

- A. The assigned case manager and offender shall be responsible for ensuring the privilege and incentive level entered into the computerized database reflects the offender's current status.
 - 1. If an offender believes his/her level is in error, he/she shall be responsible for informing the assigned case manager to seek a correction to the record.

VI. Weekly Expectation Reviews (WER)

- A. A Weekly Expectation Review (WER) (Attachment B, Form #11-101J-001) shall be completed for each offender on a daily basis.
 - 1. The form shall be used to document each offender's:
 - a. Specific, observed pro-social behaviors; and/or
 - b. Disruptive or undesirable behaviors; and/or
 - c. Program participation.

2. In order to stay at the same level or advance a level, the offender shall comply with all Federal and State laws and all Department and Facility policies, procedures, rules, regulations, and/or orders.
- B. Staff shall consider the offender's behavior and/or program participation when completing the WER.
1. During the review period, all staff shall have a chance to provide input and documentation as to an offender's program participation and observed pro-social, disruptive or undesirable behavior.
 - a. All input provided by staff shall be:
 - (1) Summarized; and
 - (2) Entered on the WER Comments section located on the reverse side of the WER form (Attachment B, Form #11-101J-001); and
 - (3) Signed and dated by the staff person entering the assessment.
 - b. All disciplinary reports shall be entered on the WER Comments section located on the reverse side of the WER form.
 2. Once documentation has been entered on the form, it shall not be modified.
- C. Any offender who disagrees with the information entered into the WER may use the offender grievance system, K.A.R. 123-15-101, *et seq*, as outlined in WER Dispute Process, Attachment F, to challenge the assessment.

VII. Determination of Good Time and Privilege and Incentive Level

- A. An offender's privilege and incentive level shall be determined by the assigned case manager.
- B. The amount of good time that may be awarded shall be for the relevant time period based on information contained in the WER.
1. An offender who earns a score of 90 percent on behaviors and 75 percent on programs shall be awarded good time.
- C. The assigned corrections counselor shall be responsible for completing the following sections on the WER form, Attachment B, Form #11-101J-001:
- a. Final Review for the Week; and
 - b. Weekly Program Review; and
 - c. Summary of Level.
- D. Results shall be reviewed with each offender on the first working day of the following week.

VIII. This IMPP shall serve as final policy in all departmental facilities, and no General Orders shall be allowed on this subject.

NOTE: The policy and procedures set forth herein are intended to establish directives and guidelines for staff and offenders and those entities who are contractually bound to adhere to them. They are not intended to establish State created liberty interests for employees or offenders, or an independent duty owed by the Department of Corrections to employees, offenders, or third parties. Similarly, those references to the standards of various accrediting entities as may be contained within this document are included solely to manifest the commonality of purpose and direction as shared by the content of the document and the content of the referenced standards. Any such references within this document neither imply accredited status by a departmental facility or organizational unit, nor indicate compliance with the standards so cited. The policy and procedures contained within this document are intended to be compliant with all applicable statutes and/or regulatory requirements of the Federal Government and the state of Kansas. This policy and procedure is not intended to establish or create new constitutional rights or to enlarge or expand upon existing constitutional rights or duties.

REPORTS REQUIRED

None.

REFERENCES

K.A.R. 123-5-505; 123-6-103; 123-12-203; 123-12-304; 123-12-311; 123-12-312; 123-12-314; 123-12-319; 123-12-322; 123-12-323; 123-12-324; 123-12-325(b); 123-12-327; 123-12-328; 123-12-401(b); 123-12-901; 123-12-1001(a); 123-13-101, *et seq.*; 123-13-201b 123-15-101, *et seq.*

ATTACHMENTS

Attachment	Title of Attachment	Page Total
A	Privileges and Incentives Program Chart	2 page(s)
B	Weekly Expectation Review, Form #11-101J-001	2 page(s)
C	WER Behavior and Scoring	3 page(s)
D	Progression through Levels Chart	2 page(s)
E	Disciplinary Convictions Resulting in Automatic Reduction to Level I	1 page(s)
F	WER Dispute Process	1 page(s)

PRIVILEGES AND INCENTIVES PROGRAM CHART

INTAKE LEVEL			
PROPERTY (Use/Access/Possession)	ORGANIZATIONS/ACTIVITIES (Structured and Non-Structured)	CANTEEN & OTHER PURCHASES	COMMUNICATION (Phone and Visits)
State issued personal hygiene items and clothing Room Time (with exceptions for programming): 7:30 PM	May display two (2) 4"x6" or smaller personal photos in room 4"x 6" photo taken of offender/family (allowed to send to parent/guardian once during intake level); eligible to purchase only one (1) 4"x 6" prints for \$1.50 each print. Library Access	Purchases not to exceed \$6 for hygiene items, stationery, and stamped envelopes.	Unlimited fifteen (15) minute phone call to approved contacts on phone system Two (2) hour visit with Parent(s)/ Guardian(s), Child(ren), Sibling(s), Grandparent(s), and Spouse (Three [3] visitors maximum; no visitor shall be allowed to switch out during visit)
LEVEL I			
PROPERTY (Use/Access/Possession)	ORGANIZATIONS/ACTIVITIES (Structured and Non-Structured)	CANTEEN & OTHER PURCHASES	COMMUNICATION (Phone and Visits)
All intake property and permissible canteen items Room Time (with exceptions for programming): 8:00 PM Fri/Sat.: 8:30 PM	All Intake Level activities and services May display five (5) 4"x6" or smaller personal photos in room	Purchases not to exceed \$10 per week for hygiene items, stationery, and stamped envelopes.	Unlimited fifteen(15) minute phone calls to approved contacts on phone system Two (2) hour visit with Parent(s)/Guardian(s), Spouse, Child(ren), Sibling(s), and Grandparent(s) (Three [3] visitors maximum; no visitor shall be allowed to switch out during visit)
LEVEL II			
PROPERTY (Use/Access/Possession)	ORGANIZATIONS/ACTIVITIES (Structured and Non-Structured)	CANTEEN & OTHER PURCHASES	COMMUNICATION (Phone and Visits)
Room Time (with exceptions for programming): 8:30 PM Fri/Sat: 8:55 PM	All Level I activities and services, plus special small group activities, request for work program and advisory council May apply for work position or obtain ½ time employment (Only for those offenders who have graduated, obtained their GED, or for any offenders after school hours.) May display ten (10) 4"x6" personal photos in room	Purchases not to exceed \$12 per week for hygiene and canteen. May purchase special meals from a food service vendor, exempt from canteen spending limit.	Unlimited fifteen(15) minute phone calls to approved contacts on phone system Two (2) hour visits with Parent(s)/Guardian(s), Spouse, Sibling(s), Grandparent(s) and Child(ren) (Three [3] visitors maximum; no visitor shall be allowed to switch out during visit)

LEVEL III			
PROPERTY (Use/Access/Possession)	ORGANIZATIONS/ACTIVITIES (Structured and Non-Structured)	CANTEEN & OTHER PURCHASES	COMMUNICATION (Phone and Visits)
<p>All Level II property plus ability to purchase approved non-issued personal hygiene items and purchase/check out personal radio, watch, electronic devices/games</p> <p>Room Time (with exceptions for programming): 8:55PM Fri./Sat.: 9:30 PM</p>	<p>All Level II activities and services, plus any other activities authorized by Facility Order</p> <p>Eligible for full-time Industries/Work Program</p> <p>Up to two (2) hours a week allowance to play gaming systems (i.e., PlayStation, Wii, X-box, etc.) and/or access to Activity Center (Minimum of 30 minutes to two (2) hours maximum)</p> <p>4"x 6" photo taken of offender/family (allowed to send to parent/guardian once every six (6) months; eligible for two (2) free prints and may purchase up to three (3) additional 4"x 6" prints for \$1.50 each print.</p> <p>Eligible to participate in extracurricular activities/special AT activities (i.e., basketball, football, etc.)</p> <p>May have one (1) photo album and can display ten (10) 4"x6" or smaller personal photos</p>	<p>Purchases not to exceed \$16 per week for hygiene and canteen. May purchase special meals from a food service vendor, exempt from canteen spending limit.</p>	<p>Unlimited fifteen (15) minute phone calls to approved contacts on Phone System.</p> <p>Three (3) hour visit with Parent(s)/Guardian(s), Spouse, Grandparent(s), Child(ren), Sibling(s), Aunt(s) and Uncle(s) (Four [4] visitors maximum; no visitor shall be allowed to switch out during visit)</p>
LEVEL IV			
PROPERTY (Use/Access/Possession)	ORGANIZATIONS/ACTIVITIES (Structured and Non-Structured)	CANTEEN & OTHER PURCHASES	COMMUNICATION (Phone and Visits)
<p>All Level III property plus other property as authorized by Facility Order</p> <p>Room Time (with exceptions for programming): 9:30 PM</p>	<p>All Level III activities and services, plus any other activities authorized by Facility Order</p> <p>Extra five (5) minutes for shower (KJCC-W)</p> <p>4"x6" photo taken of offender / family (allowed to send photo to parent/guardian); eligible for three (3) free prints. May purchase up to three (3) additional 4" x 6" prints for \$1.50/each initially and once every twelve (12) weeks thereafter while on Level IV.</p> <p>Minimum of two (2) hours allowance to play gaming systems during free time (i.e., PlayStation, Wii, X-box, etc.) each week</p> <p>May have up to two (2) photo albums and display ten (10) 4"x6" or smaller personal photos in room</p> <p>Monthly movie/popcorn night with snacks</p>	<p>Level III canteen privileges; not to exceed \$22 per week for hygiene and canteen – No limit on what can be purchased. Items have to fit in facility approved tote.</p> <p>Eligible to have money taken from offender's account to purchase outside food once a month, exempt from canteen spending limit.</p>	<p>Unlimited fifteen (15) minute phone calls to approved contacts on Phone System. (Offenders may have five [5] pro-social friends on their phone list as approved by the Community Supervision Officer and JCF social worker)</p> <p>Four (4) hour visit with Parent(s)/Guardian(s), Grandparent(s), Spouse, Child(ren), Sibling(s), and other individuals on offender's approved visitor list (to include cousins, nieces, and nephews (Offender may have five (5) pro-social friends on their visitation list as approved by the Community Supervision Officer and JCF social worker) (Five (5) visitors maximum; no visitor shall be allowed to switch out during visit)</p> <p>Two (2) pro-social friends may visit</p>

WEEKLY EXPECTATION REVIEW													
Offender's Name:				Unit:									
Week of:				Through:				JJIS ID #					
BEHAVIORS – 1ST SHIFT				M	TU	W	TH	F	SA	SU	INSTRUCTIONS		
Follows Rules											Good Time (daily awarding) <i>Behaviors: 90% or better</i> <i>Programs: 75% or better</i>		
Maintains Property													
Controlling Frustration													
Respect													
Problem Solving													
Responsibility													
Prosocial Thinking													
BEHAVIORS – 2ND SHIFT				M	TU	W	TH	F	SA	SU			
Follows Rules													
Maintains Property													
Controlling Frustration													
Respect													
Problem Solving											DISCIPLINARY CONVICTIONS	QTY	
Responsibility											Class I		
Prosocial Thinking											Class II		
BEHAVIORS – 3RD SHIFT				M	TU	W	TH	F	SA	SU	Good Time Forfeited (amount)		
Follows Rules											SUMMARY OF LEVEL		
Maintains Property											Present Level		
Respect											Remain		
BEHAVIORS - SCHOOL AND/OR WORK				M	TU	W	TH	F	SA	SU	Advance		
School/Vocational/Work											Reduce		
BEHAVIORS - AT				M	TU	W	TH	F	SA	SU	CUSTODY LEVEL		
Activity Therapy											WEEKLY PROGRAM REVIEW		
Daily Behavior Percentage Points Awarded											Weekly Points Earned %	Level	
PROGRAM PARTICIPATION				M	TU	W	TH	F	SA	SU	98%		
Program #1											95%	III	
Program #2											92%	II	
Program #3											90%	I	
Program #4											85%	Intake	
Program #5											Weekly Points Percentage:		
Daily Program Percentage Points Awarded											Positive Week Earned:		
Good Time Credits awarded per day (Y or N)											Good Time Credits awarded week:		
Case Manager Final Review for the week:													

Staff Signature

Date

Offender's Signature

Date

[illegible]

WER BEHAVIORS AND SCORING

1. FOLLOWS RULES

(An offender's pattern of behavior to examined through each shift.)

SCORE	BEHAVIOR
0	The offender is unable to follow facility rules and/or staff's orders/assignments throughout the shift or has a blatant disregard for the rules. An offender's failure to follow one (1) rule does not constitute his/her receiving a score of "0."
1	The offender inconsistently follows the facility rules and/or staff's orders/assignments.
2	The offender consistently follows the facility rules and/or staff's orders/assignments and usually works independently on assignments and turns them in on a timely manner. He/she may need prompting/reminder to follow rules/order/assignment, but will follow the rules/orders/assignments once reminded.
3	The offender consistently follows the facility rules and/or staff's orders/assignments and will encourage his/her peers to also follow the rules/orders/assignments. He/she does not require any prompting/reminder.
NA	The offender is not eligible to be scored on his/her behavior due to being out of the facility for any reason.

2. MAINTAINS PROPERTY

SCORE	BEHAVIOR
0	The offender destroys state, others, and/or his/her own property through abuse or neglect; fails to keep his/her living/work area/room clean and free of clutter; or refuses to perform his/her cleaning duties.
1	The offender may damage, but not necessarily destroy state, others, or his/her own property; is haphazard in cleaning details (e.g., may not fully maintain a neat and clean living/work area/room free of clutter or bed may not be always be made correctly.)
2	The offender maintains care when handling state, others, or his/her own property; keeps his/her living/work area/room clean and free of clutter.
3	The offender consistently maintains care when handling state, others, or his/her own property; encourages his/her peers to take care of property; and may volunteer to help with extra cleaning and/or details in the living/work area/room.
NA	The offender is not eligible to be scored on his/her behavior due to being out of the facility for any reason.

3. CONTROLLING FRUSTRATION

(An offender's coping mechanism as to how he/she reacts to situations caused by others; the techniques to reduce/prevent conflict to control his/her behavior.)

SCORE	BEHAVIOR
0	The offender reacts to frustration by lashing out at others when faced with difficulties, shuts down, screams, acts aggressively, and/or harms himself/herself when faced with conflict or seeks out conflicts. The offender engages in impulsive behaviors and may have verbal outbreaks or physical altercations because he/she cannot control impulses.
1	The offender inconsistently exhibits the ability to handle frustration, e.g., by lashing out at some staff, but not at others or may require redirection from staff when faced with conflict. The offender is not always able to control impulsive behaviors; will require staff guidance to assist in controlling behaviors.
2	The offender exhibits the ability to handle frustration by redirecting the conflict through the use of a journal, drawing, writing poetry, listening to music, engaging in physical activities, or takes a time out. He/she may also show signs of using techniques learned in his/her various programming groups. The offender is able to control behavior when faced with conflict and will not engage in impulsive behaviors.
3	The offender consistently exhibits the ability to handle frustration and encourages his/her peers to handle frustration in a constructive manner. The offender is able to control his/her behavior and encourages others to use self-control techniques.
NA	The offender is not eligible to be scored on his/her behavior due to being out of the facility for any reason.

4. RESPECT

(An offender's pattern of being disrespectful to staff and others is examined throughout each shift.)

SCORE	BEHAVIOR
0	The offender is disrespectful to staff and/or others either verbally (e.g., uses vulgar language, name calling, etc.) and/or non-verbally (e.g., rolling eyes, sucking teeth, flipping others off).
1	The offender is inconsistently polite to staff and others (e.g., He/she may be polite to others, but not to staff or polite to some staff, but not others.)
2	The offender is polite to staff and others and displays manners on a regular basis; addresses staff by their title/rank and last name (Mr., Mrs., Ms., Officer, Sergeant, Lieutenant, etc.) on a consistent basis.
3	The offender is consistently polite to staff and others and encourages other youth to be polite to staff members.
NA	The offender is not eligible to be scored on his/her behavior due to being out of the facility for any reason.

5. PROBLEM SOLVING

SCORE	BEHAVIOR
0	The offender is unable or chooses not to use problem solving and decision making skills (e.g., stop and think, recognize the problem, and/or examine the choices and consequences) to avoid and/or resolve conflict.
1	The offender is inconsistent when using problem solving and decision making skills or may require staff's assistance in resolving an issue. He/she may not recognize a problem or may ask for assistance in examining the best course of action.
2	The offender is consistent when using problem solving and decision making skills to avoid and/or resolve conflict.
3	The offender uses problem solving and decision making skills without assistance from staff, uses the skills inside and outside of a group, and will encourage peers and others to use the skills throughout the facility.
NA	The offender is not eligible to be scored on his/her behavior due to being out of the facility for any reason.

6. RESPONSIBILITY

SCORE	BEHAVIOR
0	The offender is unable to admit his/her mistakes/shortcomings, blames others, and will not apologize for his/her behaviors.
1	The offender may take responsibility for some behaviors, but not for all actions, and/or will admit shortcomings to some staff, but not others; and apologies may be inconsistent.
2	The offender is able to admit mistakes/shortcomings and will hold himself/herself accountable for acts and decisions with an understanding of the consequences for his/her behaviors without staff's guidance and may demonstrate responsibility by apologizing for his/her actions.
3	The offender takes responsibility for his/her mistakes/shortcomings, is helpful to others, and takes the initiative in encouraging others throughout the facility to accept responsibility their actions.
NA	The offender is not eligible to be scored on his/her behavior due to being out of the facility for any reason.

7. PRO-SOCIAL THINKING

(An offender's expressed thoughts and beliefs are tracked to establish patterns of thinking.)

SCORE	BEHAVIOR
0	The offender uses hostile language when speaking with staff and peers; displays thinking errors/cognitive distortions/anti-social attitudes on a regular basis.
1	The offender may use hostile language with staff or peers; displays some antisocial attitudes/thinking errors/cognitive distortions, but mixes the antisocial thinking with pro-social attitudes.
2	The offender's language in a positive pro-social manner with staff and peers; demonstrates honesty and integrity by telling the truth.
3	The offender language and behavior is consistently pro-social around staff and peers; encourages others to use pro-social thinking by redirecting his/her peers to develop corrective thinking.
NA	The offender is not eligible to be scored on his/her behavior due to being out of the facility for any reason.

ACTIVITY THERAPY

SCORE	BEHAVIOR
0	The offender refuses to participate in daily activity therapy.
1	The offender participates in the daily activity therapy but does not perform to the best of his/her ability.
2	The offender actively participates in daily activity therapy to the best of his/her ability. The youth may also report that he/she receives enjoyment from the activity.
3	The offender consistently participates in daily activity therapy to the best of his/her ability and encourages team work in activity therapy activities on a regular basis. These youth will also encourage peers to participate and will recognize/compliment their peers when they perform a skill well. The youth may assist in setting up the activity and clean-up. He/she will consistently demonstrate good sportsmanship during activities.
NA	The offender is not eligible to be scored on his/her behavior due to being out of the facility for any reason or not required to participate in the daily activity therapy due to medical restrictions or facility processes.

SCHOOL/VOCATIONAL WORK

SCORE	BEHAVIOR
0	The offender refuses to participate in school/vocational/work assignments.
1	The offender may participate in school, vocational, or work but does not do so actively and to the best of his/her ability.
2	The offender actively participates to the best of his/her ability in school/vocational/work by completing assignments on time, asking questions and participating in discussions.
3	The offender may do extra work/assignments in school/vocational/work. These youth will also model appropriate participation in these areas and encourage their peers to perform well in school/vocational/work assignments.
NA	The offender is not eligible to be scored on his/her behavior due to being out of the facility for any reason; due to medical reasons or facility processes.

PROGRAM PARTICIPATION

SCORE	BEHAVIOR
0	The offender refuses to attend group or refuses to participate in group once in the setting. Youth who refuse to complete the required homework. Offenders who are blatantly disruptive in group.
1	The offender who attend the group but do not actively participate to the best of his/her ability. Youth may attend group but be ill-prepared such as forgetting his/her assignment or the assignment not being completed. While not blatantly disruptive, these youth may be more covert in the disruption of the group.
2	The offender who actively participates in the group process in an open and honest fashion. The offender will attend group prepared and have his/her homework completed. The youth may also volunteer to answer questions during the group or assist the facilitators.
3	The offender consistently and fully participates in programming and models appropriate participation and investment into the group process with his/her peers. The offender will encourage others to participate in group and may also hold his/her peers accountable in the group process.
NA	The offender is not eligible to be scored on his/her behavior due to being out of the facility for any reason; due to medical reasons or facility processes.

Progression through Levels Chart

PROGRESSING THROUGH THE LEVELS		
INTAKE LEVEL		
Length of Time	Length of Time Plus Accomplishments	If a disciplinary report Is present
Until transferred into general population, upon completion of RDU process – up to 3 weeks	a. Successfully complete the assessment, evaluation, and orientation process (1) If refuses, remains on Intake Level b. Have no pending disciplinary reports; and c. Earn at least 85 percent on Weekly Expectation Review (WER) form, Attachment B, Form 11-101-001.	1. Must maintain 85 percent on WER for three (3) consecutive weeks 2. Complete any penalty imposed by the Disciplinary Hearing Officer (DHO). 3. Once maintained, advance to Level I.
LEVEL I		
Length of Time	Length of Time Plus Accomplishments	Advance to Next Level
<u>Minimum</u> Intake Level 3 Weeks <u>Plus</u> 5 Weeks	a. Remain free of Class I and Class II disciplinary convictions b. Have no pending Class I and Class II disciplinary reports c. Participate in all required educational and treatment programs, work assignments, and other recommended programs; and d. Earn at least 90 percent on WER for five (5) weeks with the last four (4) being consecutive.	No offender shall be promoted to the next level if there is a pending disciplinary action. 1. The decision to change an offender's level shall be based on the disposition of the disciplinary action. 2. A pending appeal shall not preclude movement. 3. Once maintained, advance to Level II.
LEVEL II		
Length of Time	Length of Time Plus Accomplishments	Advance to Next Level
<u>Minimum</u> Intake Level 3 Weeks <u>Plus</u> Level I 5 Weeks <u>Plus</u> 5 Weeks	a. Remain free of Class I and Class II disciplinary convictions b. Have no pending Class I and Class II disciplinary reports c. Participate in all required educational and treatment programs, work assignments, and other recommended programs; and d. Earn at least 92 percent on WER for five (5) consecutive weeks.	No offender shall be promoted to the next level if there is a pending disciplinary action. 1. The decision to change an offender's level shall be based on the disposition of the disciplinary action. 2. A pending appeal shall not preclude movement. 3. Once maintained, advance to Level III.

	Level III	
Length of Time	Length of Time Plus Accomplishments	Advance to Next Level
<u>Minimum</u> Intake Level 3 Weeks <u>Plus</u> Level I 5 Weeks <u>Plus</u> Level II 5 Weeks <u>Plus</u> 5 Weeks	a. Remain free of Class I and Class II disciplinary convictions b. Have no pending Class I and Class II disciplinary reports c. Participate in all required educational and treatment programs, work assignments, and other recommended programs; and d. Earn at least 95 percent on the WER for five (5) consecutive weeks	No offender shall be promoted to the next level if there is a pending disciplinary action. 1. The decision to change an offender's level shall be based on the disposition of the disciplinary action. 2. A pending appeal shall not preclude movement. 3. Once maintained, advance to Level IV.
	Level IV	
Length of Time	Length of Time Plus Accomplishments	
	a. An offender shall remain on Level IV except as otherwise provided in Section II of this IMPP, and by earning at least 98 percent on the WER.	

Disciplinary Convictions Resulting in an Automatic Reduction to Level I

- a. K.A.R. 123-12-203, Theft;
- b. K.A.R. 123-12-304, Disobeying orders (when the juvenile's behavior is refusal to submit to a urinalysis or any type of alcohol/drug testing);
- c. K.A.R. 123-12-311, Drunkenness, intoxication, or altered consciousness;
- d. K.A.R. 123-12-312, Stimulants, sedatives, drugs or narcotics; misusing or hoarding authorized or prescribed medication;
- e. K.A.R. 123-12-314, Sexual intercourse; sodomy;
- f. K.A.R. 123-12-319, Riot or incitement to riot;
- g. K.A.R. 123-12-322, Arson;
- h. K.A.R. 123-12-323, Assault;
- i. K.A.R. 123-12-324, Battery;
- j. K.A.R. 123-12-325(c), Offender Activity; limitations;
- k. K.A.R. 123-12-327, Interference with restraints;
- l. K.A.R. 123-12-328, Personal relationships; limitations;
- m. K.A.R. 123-12-401(b), Programs;
- n. K.A.R. 123-12-901, Dangerous contraband; or
- o. K.A.R. 123-12-1001(a), Violation of statutes and regulations, if the statute is a felony crime.

WER Dispute Process

(All provisions of K.A.R. 123-15-101, et seq. shall apply)

- I. The offender shall submit a *Request to See* form to the staff member who gave the score(s) in dispute.
 - A. *Request to See* routed to staff member.
 - B. Copy of *Request to See* retained by assigned Corrections Counselor.
 - C. The staff member shall respond to the offender within ten (10) calendar days.
- II. If the response does not resolve the dispute, the offender may submit a completed grievance form with a copy of the original *Request to See*.
 - A. The grievance shall be routed to the MDT for review.
 - B. Following review, the MDT shall respond to the offender in writing within ten (10) calendar days of receipt of the grievance.
- III. If the MDT's response does not resolve the dispute, the offender may submit the grievance form to the Superintendent.
 - A. The Superintendent shall respond to the offender in writing within ten (10) working days of receipt of the grievance.
- IV. If the Superintendent's response does not resolve the dispute, the offender may submit the grievance form to the Secretary of Corrections (SOC).
 - A. The grievance shall be submitted to the SOC within three (3) calendar days of the Superintendent's response.
 - B. The SOC/designee shall respond to the grievance within twenty (20) working days.
 - C. The SOC/designee's decision on the matter is final.